

College of Marin

Participatory Governance System (PGS) Plan

Adopted May 2005
Revised May 2008
Revised April 2009
Revised November 2009
Revised May 2010
Revised March 2011
Revised April 2012
Revised December 2012
Revised March 2016
Revised October 2021
Revised May 2022

For purposes of this Section, district and college policies and procedures that have or will have a significant effect on staff include the following:

1. district and college governance structures, as related to staff roles;
2. processes for institutional planning and budget development;
3. staff roles and involvement in accreditation process, including self-study and annual reports;
4. policies for staff professional development activities;
5. any other district and college policy, procedure or related matter that the district governing board determines will have significant effect on staff.

Other code sections that legally pertain to participation by staff:

1. Ed. Code 70901.2 - appointment of classified staff representatives by exclusive bargaining unit representative. [Appendix A. 3.]

Students (Title 5, Section 51023.7 (b)) [Appendix A. 2.]

For the purposes of this Section, the district and college policies and procedures that have or will have “a significant effect on students” include the following:

1. grading policies;
2. codes of student conduct;
3. academic disciplinary policies;
4. curriculum development;
5. courses or programs which should be initiated or discontinued;
6. processes for institutional planning and budget development;
7. standards and policies regarding student preparation and success;
8. student services planning and development;
9. student fees within the authority of the district to adopt; and
10. any other district and college policy, procedure or related matter that the district governing board determines will have significant effect on students.

Classified Senate

Represents all staff other than certificated and management. The Classified Senate serves as the voice of the classified staff in matters concerning participatory governance. The Classified Senate consists of 12 Senators elected by the classified staff. The Classified Senate is composed of seven members of CSEA, one member of SEIU, one member of the Supervisory/Confidential unit and three members from the classified staff at large.

ASCOM

The Associated Students of College of Marin represents all registered credit and noncredit students. ASCOM serves as the voice of the students in matters concerning participatory governance.

Types of Governance Groups**Council**

A group of constituency representatives designated or selected to act in an advisory capacity and meet on a regular basis.

Standing Committee

A permanent committee of constituency representatives intended to consider all matters pertaining to a designated subject and meet on a regular basis.

Sub Committee

A permanent committee created by a council or standing committee to address and make recommendations on a particular subject. The members need not be from a permanent committee or council.

Ad Hoc Committee

A committee created by a council or standing committee for a special purpose. Meets as needed until the task is finished.

Task Force

A group created by the College Council or the President to address a special college wide issue and meet until the issue is resolved.

- When serving as co-chairs, inform committee members how duties will be divided.
- Committee co-chairs will communicate regularly with each other over the construction of the agenda and other relevant work.
- In the event that the committee chair seat is vacant, the administrator assigned to the committee will serve as interim chair until the seat is filled at the committee's next regular meeting.

Duties of Members

All committee members will:

- Attend meetings regularly
- Act in a respectful and professional manner.
- Keep their constituent groups informed of committee actions.
- Complete assignments associated with committee work in a timely fashion.
- Use teleconferencing or video conferencing when in-person attendance is not possible.

Staff Resources

- Governance committees may request staff resource members to support committee work, provide information and/or advise the committee.
- Staff resources do not vote on committee actions.
- A staff resource person can serve as a committee member with the consent of their constituent group.
- A committee meeting calendar will be maintained by the Office of Planning, Research and Institutional Effectiveness (PRIE).
- The agenda of the Board of Trustees includes time for a report from each of the three Senates to ensure effective communication.
- To assure timely communication between committee representatives and their respective Senates, the Senates are encouraged to have a standing agenda item, "Governance Committee Reports." One representative from each committee is encouraged to provide their respective Senate with information about committee issues and also receive suggestions and ideas from Senate members.
- Senates will distribute their minutes to the other Senate Presidents.

FACILITIES PLANNING COMMITTEE

Charge

The Facilities Planning Committee (FPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff and student involvement in providing feedback, making recommendations, and sharing information regarding the planning, design, construction, upkeep and use of College-owned facilities to foster an equitable, inclusive, and accessible experience for all constituents.

In alignment with our board policy and procedures, the Facilities Planning Committee acknowledges college occupancy of indigenous land and honors the protection and history of its cultural elements.

Responsibilities

- Review and recommend new or revised facilities-related Board Policies and Administrative Procedures.
- Review and evaluate annual program review data.
- Provide reports for strategic planning and accreditation self-evaluations as needed.
- Review automated work order system data to ensure preventative maintenance needs and priorities are being addressed as needed.
- Ensure that a Facilities Master Plan (including facilities usage needs based on the Educational Master Plan) is created and updated regularly.
- Review the Facilities Master Plan and any related updates as needed.
- Make recommendations to the Planning and Resource Allocation Committee.
- Share and disseminate information on capital renewal (Measure B), capital improvement, facilities renewal, maintenance, and preventative maintenance.

Composition

- Two (2) faculty appointed by the Academic Senate
- Two (2) classified staff appointed by the Classified Professional Liaison Committee (CPLC)
- Two (2) students appointed by the Associated Students of College of Marin
- Two (2) administrators appointed by the Superintendent/President
- The Asst. Superintendent/Vice President, Admin. Services and the Director of Capital Projects will serve as non-voting staff resources.
- The chair or co-chairs will be elected from the group.

Planning:

1. Provides oversight for the development of the Strategic Plan including strategic objectives and action steps for each College priority
2. Reviews all College plans and other related or pertinent documents and forwards recommended changes to the Superintendent/President
3. Establishes appropriate timelines and processes, assessing success after the plans are implemented and reporting the activities and results
4. Provides oversight of the sub-committees and ad hoc committees of the Planning and Resource Allocation Committee
5. Forwards committee reports and resolutions to the College Superintendent/President as recommendations and to College Council as information items
6. Review and recommend new or revised planning and resource-related Board Policies and Administrative Procedures.

Resource Allocation:

1. Reviews and updates the process for the development of the tentative College budget and revenue and expense assumptions
 - Ensures compliance with the COM Resource Allocation/Strategic Planning model
 - Establishes annual committee goals by the 3rd meeting of the academic year
 - Completes an annual self-evaluation as a committee by the end of the academic year
2. Reviews prior year budgets and develops budget assumptions that forecast the available resources for the coming fiscal year
 - Becomes knowledgeable about the College budget including all appropriate funds and accounts
 - Documents and communicates the budget process and yearly timeline to all campus constituency groups
3. Uses documented assessment results to set funding priorities and recommend program improvements relating to all assets of the College: fiscal resources, facilities, equipment, and personnel.
 - a. Ensures allocation recommendations are supported by instructional, student services, and administrative program review
 - b. Reviews requests and prioritizes budget recommendations as they relate to:
 - College Mission
 - Board of Trustees' priorities
 - President's priorities
 - College Strategic Plan
 - c. Reviews Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.
 - d. Communicates information about changes or adjustments to the budget assumptions and expenditure recommendations to all campus constituency groups

4. Submits recommendations for the tentative budget and forwards the tentative budget to the Superintendent/President.

Composition

- Seven (7) faculty appointed by the Academic Senate
- Three (3) classified professionals appointed by the Classified Professional Liaison Committee (CPLC)
- Two (2) students appointed by the Student Senate
- Two (2) managers appointed by the Superintendent/President
- The Vice President of Student Learning & Student Services, who will serve as a non-voting co-chair except in the case of a tie
- The President of the Academic Senate (or designee), who will serve as a non-voting co-chair except in the case of a tie
- One (1) staff resource from Fiscal Services who is a non-voting member
- One (1) staff resource from Planning, Research, and Institutional Effectiveness who is a non-voting member

Co-chair Responsibilities

- The Vice President of Student Learning & Student Services and the president of the Academic Senate will serve as co-chairs.
- Co-chairs will work together to set agendas and conduct meetings.
- Co-chairs will be non-voting except in the case of a tie vote by the committee in which case the co-chairs will have a total of one vote with which to break the tie. If they cannot agree to vote together to break the tie with their one vote, they will refer the matter to the Superintendent/President.

TECHNOLOGY PLANNING COMMITTEE

Charge

The Technology Planning Committee (TPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to assure student, staff, and faculty involvement in technology planning and provide guidance for major technological decisions. The TPC upholds the ground rules and guiding principles of PRAC. The TPC evaluates existing and new technology ideas and plans to promote equity-mindedness and antiracism, knowing that this work is ongoing and must be done at individual and structural levels. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding technology-related issues and will be responsible for the following:

Responsibilities

- Provide oversight for the development, implementation, and updating of an integrated Technology Plan.
- Review and develop technology-related policies for the District.
- Make specific recommendations to the superintendent/president on the use of technology throughout the District with regard to both ongoing activities and future direction.
- Collect and disaggregate data to identify opportunities to advance equity-minded and antiracist technology planning.
- Ensure technology planning incorporates a broad range of college community members' voices, including those that face discrimination because of race, gender, gender identity, religion, sexual orientation, class, disabilities, age, and national origin.
- Inform the College community of advances and opportunities in technology to support teaching and learning.
- Disseminate information about the current activities and future plans in each technology area (Infrastructure, Information Systems, Instructional, and Student Services).
- Maintain a comprehensive overview of the entire technological effort in the District.
- Assess and develop policy on matters such as intellectual property rights, appropriate use of technology, and standards.
- Establish appropriate timelines to complete tasks and make recommendations.
- Make recommendations for the purchase of equipment to support instruction and student areas to the Institutional Equipment Committee (IEC) and other appropriate groups, in keeping with the district's existing guidelines and practices to support minority and woman-owned businesses.

- (2) Participation structures and procedures for the staff positions defined or categorized.
 - (3) In performing the requirements of Subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups of structures for participation exist that provide representation for the purposes of this Section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.
 - (4) **Staff** shall be provided with opportunities to participate in the formulations and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.
 - (5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulations and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.
 - (6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.
 - (7) The selection of staff representatives to serve on college and district task forces, committees, or other governance groups shall, when required by law, be made by those councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation. In all other instances, that selection shall either be made by, or in consultation with such staff groups. In all cases, representatives shall be selected from the category that they represent.
- (b) In developing and carrying out policies and procedures pursuant to Subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code Sections 3540, et seq., such procedures for staff participate shall not intrude on matters within the scope of representation under Section 3543.2 of the Government Code. In addition, governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this Section shall be construed to impinge upon or detract from any negotiations or negotiated

agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

(c) Nothing in this Section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to Sections 53200-53204, and Sections 51023.7, respectively.

(d) The governing board of a community college district shall comply substantially with the provisions of this Section.

Note: Authority cited: Section 70901, Education Code, Reference: Sections 70901 and 70902, Education Code.

History

1. New section filed 3-12-91 by Board of Governors of California Community Colleges with the Secretary of State operative 4-5-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (b), (Register 91. No.
2. Editorial correction of printing error in subsection (b) and HISTORY 1. (Register 91. No. 43).
3. Amendment of subsections (a)(1), (a)(5), (a)(7), (b), (c) and (d) filed 9-6-94; operative 10-6-94 Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94. No. 38).

§ 53200 BARCLAYS CALIFORNIA CODE OF REGULATIONS Title 5**§ 51023.7 Students.**

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

- (1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will be a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.
- (2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
- (3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
- (4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made after consultation with designated parties, by the appropriate officially recognized associated student organization(s) with in the district.

(b) **For the purposes of this Section,** district and college policies and procedures that have or will have a “significant effect on students” includes the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development;
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;

- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt;
- (10) and any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegated among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Note: Authority cited: Sections 66700 and 70901 (b)(1)(E), Education Code. Reference: Sections 70901 (b)(1)(E), 70902(b)(7), Education Code.

History

1. New section filed 3-12-91 by Board of Governors of California Community Colleges with the Secretary of State: operative 4-5-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (b) (Register 91, No. 23).
2. Editorial correction of printing errors in subsections (a) and (b) and HISTEROY 1 (Register 91, No. 43).
3. Amendment of subsections (a)(2), (a)(4), (b), (b)(10), (d) and (e) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

Appendix A. 3 : EDUCATION CODE SECTION 70900-70902**70901.2.**

(a) Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(b) A local governing board shall determine a process for the selection of a classified staff representative to serve on those task forces, committees, or other governance groups in a situation where no exclusive representative exists.

Appendix B

History of May 2005 Participatory Governance Plan & Subsequent Revisions

The Governance Review Council (GRC) began meeting in March 2004 to develop a new College governance system. The Council was composed of three representatives each from the Academic Senate, the Student Senate, the classified staff and the managers. Interim College President Lois Callahan chaired the GRC in spring 2004. President White chaired in the Fall of 2004. Kathleen Kirkpatrick served as a staff resource.

The GRC reviewed governance models from a number of colleges including Los Positas College, Napa Valley College, Citrus Community College District, Sierra College, Mount San Antonio College, LA Valley College, and Skyline College. The committee identified processes, committee structures and meeting procedures they believed would be effective at College of Marin. The GRC also thoroughly reviewed the College's former governance policy and committee structure and identified elements that should be carried over to the new system.

The GRC used a process of consensus and when consensus could not be reached a vote was taken. On December 9, 2004, the GRC presented a draft of the plan and a process for constituent review to the College Council.

In the spring of 2005, a GRC Subcommittee, consisting of one member of each constituency, was formed to oversee the review and feedback process. Copies of the draft were distributed to the Senates, Management Council and Board of Trustees. An electronic copy was also available in Outlook Public Folders and the College Intranet, and a paper copy was placed on reserve in the Library for constituent review. A global email and voicemail announcing the availability of the draft, two open forums and the process for providing constituent feedback was sent to the college community on February 2.

Members of the GRC Subcommittee attended Academic, Classified and Student Senate meetings to provide background and answer questions about the plan. They also sponsored an open forum on each campus to seek additional feedback. The GRC Subcommittee reviewed feedback and presented recommendations to the entire GRC. Time constraints made it difficult to thoroughly discuss all aspects of the feedback received.

The plan is designed to create a more structured, transparent, respectful and open governance system. The GRC will conduct an evaluation of the system each year and make recommendations for further improvement. The current version of the PGS Plan, committee descriptions and resources for committees to assist them in operating efficiently and productively are posted on the Participatory Governance Web Page on the College Website.

The initial PGS Plan was approved by College Council in May 2005 and officially launched in fall 2005. The plan was evaluated and revised by the GRC in 2006-07 and approved by College Council in spring 2008. GRC made recommendations to establish a Professional Development Committee and update language to reflect the current review process for Board Policies and Administrative Procedures in April 2009.

These recommendations were approved by College Council and the plan was updated April 9, 2009. The PGS Plan was revised again in November 2009 to reflect the establishment of the Planning and Resource Allocation Committee, which merged the responsibilities formerly held by the Budget and Institutional Planning Committees. The May 2010 PGS Plan was approved to reflect the revised charge and composition of the GRC. The plan was further revised in March 2011 to include the revised Facilities Planning Committee Charge recommended by GRC and update committee names.

The current PGS Plan was approved by College Council March 10, 2011. The PGS Plan was updated to include revised Educational Planning Committee description approved by College Council December 2011 and to update references from Student Senate to ASCOM. Revised April 2012 to include updated Student Access/Success Committee description approved by College Council April 5, 2012. Revised in December 2012 to change composition of College Council to include the Vice President of Student Services as a standing member and change the role of the President to that of a non-voting chair.

Changes made in 2016 reflect recommendations made by GRC to College Council regarding specific activities and responsibilities of the governance committees. In addition, PRAC, the Facilities Planning Committee, and the Student Access and Success Committee submitted revisions to their charges that were included in the 2016 PGS. Finally, changes to the process for vetting Board Policies and Procedures required adding a policy and procedure function to each of the committee's responsibilities.

2021 Revision

Since 2016, the College migrated to a new website in which each governance committee had its own site including its charge and responsibilities and composition in addition to a page for agendas and minutes of meetings. In the Spring of 2020, the Governance Review Council (GRC) began a review of these websites to determine if the information was accurate and up to date. The GRC members also reviewed the 2016 PGS Plan to check on the accuracy of the procedures outlined and the currency of Title 5 and Ed Code language.

In addition, since 2016, the following changes were made to the plan:

- A procedure for the discontinuance or restructuring of a governance committee was added.
- The Student Access and Success Committee was discontinued and replaced by the Guidance, Resources, Integration, and Transformation Committee (GRIT).
- The Instructional Equipment committee was renamed the Institutional Equipment Committee.
- The Professional Development Committee was renamed the Professional Learning Committee.
- The Strong Workforce Advisory Committee was added.

In the fall of 2020, the Superintendent/President requested that all committees review their charges with a particular focus on committing to including anti-racist language. As of April 1, 2021, this work has been completed and the full revised PGS Plan will be sent on for final approval.

2022 Revision

In fall of 2021, the Strong Workforce Advisory Committee proposed a new committee that would cover CTE areas more broadly. It sent forward a proposal and draft charge to PRAC which approved the idea and sent it on to GRC. GRC finalized the new charge in May of 2022, so the committee was ready to go in Fall of 2022.